


FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR APRIL 29, 2009		

TO

Captain John Carr, Fire Department
 Mr. Ken Sands, Parking Authority
 Mr. Kirkland Gabriel, DOT TEC
 Mr. Kevin Sullivan, DOT Planning
 Mr. John Thumbi, DOT Traffic
 Dr. Nollie P. Wood Jr., Mayor's Office
 Ms. Miriam Agrama, DHCD Plans Examining
 Mr. James Wescott, Finance
 Mr. Geoff Veale, Zoning Administrator
 Mr. David Tanner, BMZA

DATE:
 Date of Distribution: May 6, 2009

In attendance were:

- Eric Tiso, Wolde Ararsa, Gary Letteron, Anthony Cataldo, and Kyle Leggs for the Department of Planning;
- Kirkland Gabriel and John Thumbi for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities;
- John Igwe and Milan Rai for Plans Examining; and
- James Carroll for the Department of Public Works.

Agenda

1. 1514 Parksley Avenue / Construction of Single-Story Warehouse Building
2. 4301 Roland Avenue / Elderly Housing – Revised Plan

1514 Parksley Avenue / Construction of Single-Story Warehouse Building

Zoning: M-2-1

Block/Lot: 7796/017-B

Urban Renewal: None

Environmental: Forest Conservation

Total Site Area: ±0.466 Acres

Gross Square Footage: ±11,660 square feet

In addition to Committee Members and Planning staff, in attendance was:

- James Moore, 410-440-1684 & jamesmoore1328@hotmail.com

Project Summary:

1514 Parksley Avenue is located on the southwest side of the street, approximately 170' southeast of the intersection with Georgetown Road. This property contains ±0.466 acres of land and is currently unimproved. The owner proposes to construct a one-story warehouse-type building (89' x 131') for use as a contractor and construction shop with four parts that will be separately leasable.

Comments & Issues:

- **Landscaping:** None shown to be provided.
 - This site triggers Forest Conservation program requirements, as more than 20,000 square feet of the site will be disturbed.
 - Send a simple statement to Gary Letteron that there are no trees or forested area on this site.
 - Approximately eight trees will be required. If these are not planted on site, they may be planted off-site at another approved location. Otherwise, a payment in lieu of planting fee will suffice. For stormwater management purposes, Mr. Moore will be taking up approximately one acre of paved area at the Ace Academy. That may be a good site for required reforestation planting.
- **Parking:** Four parking spaces (9' by 20' each) are shown in the front yard, accessed directly from Parksley Avenue, between loading bays. The Parksley Avenue right-of-way is a dead-end street, and is platted as 50' wide. It actually only has approximately 25' of paving available and tapers to approximately 20' southeast of the site. The parking spaces as shown require parked cars to back out into the street. Sufficient space is available for this movement, especially considering this is a dead-end street.
- **Water Connection:** There is an available Y-connector for this site.
- **Accessibility:** The four parking spaces each have an adjacent 12' wide paved area that could act as the normal hatchment area for handicapped parking spaces, if they are at-grade.

- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - This site was approved for use as a contractor and construction shop by the Board (cf. BMZA 480-08X, 30 July 2008).
 - Parking in the required front yard setback is not permitted (§3-209.c.17). This was waived by the Board
 - Contractor and construction shops and yards are a permitted use (§7-306.20).
 - A rear yard setback of 30' is required, a rear yard of 15' is proposed (§7-312.e). This variance was approved by the Board.
- Plan Adjustments/Missing Site Plan Elements:
 - Correct zoning district references for this property to show M-2-1.
 - Rotate plan 180° so north arrow is more aligned to the top of the plan.
 - Include a vicinity map in the top right corner, drawn to scale at either 1" = 500' or 1" = 1000'.
 - Below the vicinity map, add a general notes section on the proposed plan sheet, including these items:
 - Block and Lot Number
 - Existing Use of the property
 - Lot area in square feet
 - Lot Coverage – maximum allowed & proposed
 - Zoning – Current & proposed (M-2-1)
 - Setbacks – Required & Provided
 - Statement that the site is/is not within a) the Chesapeake Bay Critical Area, b) 100-Year Floodplain, or c) Historic District.

Next Steps

- Submit two complete sets of revised plans for final approval and stamp.

NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Mr. James Moore

4301 Roland Avenue / Elderly Housing – Revised Plan

Zoning: R-6 and R-4

Block/Lot: 4960-A/015

Urban Renewal: None

Environmental: Forest Conservation

Total Site Area: ±70,748 square feet

Gross Square Footage: ±47,351

Applicants were not required to attend this review.

Project Summary:

4301 Roland Avenue is located on the east side of the street, approximately 105' north of the intersection with Somerset Road. This property is currently improved with a three-story building, a shed and a garage that will be demolished and replaced with a new building with a 17,955 square foot footprint, for a total of 53,865 square feet and 64 units with 69 beds. Following review by the BMZA, and discussion with surrounding community representatives, this project returns for review with some changes from the committee's review on March 25, 2009.

Comments & Issues:

- **Landscaping:** This project will need to comply with the Forest Conservation program requirements, to be approved by Gary Letteron.
- **Dumpster Location:** There had been some concern by adjacent residents over the proposed location of this dumpster, and has since been resolved. This location is accepted.
- **Parking:** The plan shows 26 parking spaces, and this number will be maintained.
- **Traffic Circulation:** The community representatives insist on a one-way circulation for the driveway, with exit only from the northern side. The purpose of this restriction is to aide reducing paved area required for the driveway.
- **Accessibility:** Ensure that both entrances are accessible, and that the rear sidewalk leading to the end of the parking lot has a depressed curb.
- **Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):**
 - The land use for this facility was approved prior to the zoning regulation of Baltimore. For that reason, the land use is considered acceptable, and can continue as a conditional use under today's Zoning Code. However, since the facility is changing, it required approval by the Board. The hearing was held on April 14, 2009, and the Board approved the request, subject to certain conditions.
 - Convalescent, nursing, and rest homes require one parking space per five beds, plus one per six employees including staff doctors (§10-405.11.iii). Twenty parking spaces are required to serve the proposed 69 beds.
 - There will be no more than 19 employees at any one time at this facility.
- **Water Connection:** An existing connection is available from across the street that will adequately serve the proposed building.

- Plan Adjustments:
 - Correct number of provided spaces in the general notes section from 31 to 26.
 - Show parking space adjacent to hatchment near the building entrance as a handicapped parking space (for a total of two).
 - Adjust the northern entrance curb line to include the existing street light, or add a note that it will be relocated at applicant's expense.

Next Steps

- Submit two complete sets of revised plans for final approval and stamp.

NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Mr. Rick Richardson
